

County of San Diego
Revised: December 11, 2002
Reviewed: Spring 2003

SUPERVISING APPRAISER I
SUPERVISING APPRAISER II

Class No. 00 5512
Class No. 005513

DEFINITION:

To supervise, train, schedule and coordinate the work of professional appraisers engaged in appraising property for tax assessment purposes, and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a supervising class series allocated only to the Assessor's Office.

Supervising Appraiser I: This is a first level class in the Supervising Appraiser class series. Under direction, incumbents are responsible for directing the work of subordinate appraisers organized by assigned geographical areas, property categories, or appraisal functions.

Supervising Appraiser II: This is the highest Supervising Appraiser class. Under direction, Supervising Appraiser II's are responsible for directing a unit of commercial/industrial appraisers. Supervising Appraiser II is distinguished from the next higher class, Assessor Division Chief I, in that the latter is a section head responsible for managing a major departmental function.

EXAMPLES OF DUTIES :

Plans, assigns, supervises and coordinates the work of employees engaged in appraising for tax assessment purposes, and assists them with difficult problems and complaints; assists in planning annual departmental appraisal program by determining workload, staffing needs, and staff use plan in assigned areas of responsibility; reviews, assists, and/or prepares and presents department's position before the Assessment Appeals Board; evaluates and recommends changes and refinements in appraisal systems and procedures; supervises and reviews exemption requests; assists in the development and review of guidelines for use in the field; maintains equitable value levels in assigned areas of responsibility; may testify in court.

Supervising Appraiser I - Business Division:

All of the duties listed above plus: directs the work of field personnel checking and computing assessments on machinery and equipment, trade fixtures, apartment furnishings, farm equipment, boats, aircraft, and other personal property; recommends specific cases for audits of official books of account.

Supervising Appraiser I, II - Realty Division:

All of the duties listed in the first paragraph above plus: trains new appraisers; appears before the State and County Board of Equalization to substantiate appraisals; testifies in court to defend the county's assessment; assists County Counsel with case preparation; collects, tabulates, records, and analyzes data relative to building materials, labor costs, and construction market trends and values; studies zoning changes, land use change, land absorption rate, business indicators, etc. to determine properties and areas to be reappraised.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Supervising Appraiser I
 II = Supervising Appraiser II

Knowledge of:

<u>I</u>	<u>II</u>	
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T	T	Appraisal methods applicable to real property and personal property.
T	T	California Revenue and taxation code as it relates to the appraisal of property.
T	T	Building construction methods, materials, equipment and fixtures.
T	T	Methods of valuation applicable to apartment furnishings, farm equipment, livestock, marine and aviation equipment or other personal or business property.
T	T	Assessment policies and procedures of San Diego County.
T	T	Principles and techniques of supervision and training.
T	T	Assessment Appeals Board appeal process.
T	T	Legal documentation requirements and methods to prepare for appeals hearings and court testimony.
T	T	Basic principles of land economics and land appraisal.
T	T	Factors affecting building and equipment depreciation and obsolescence.
T	T	Laws, regulations and court decisions affecting the appraisals of land, buildings, structures and personal property.
T	T	Characteristics of the different types of property and fixtures including depreciation, economic and technological aspects.
T	T	Local market indicators.
G	T	Methods of valuation of large commercial and industrial complexes.
G	T	Information systems used for property assessments.

Skills and Abilities to:

The following skills and abilities apply to both classes:

- Supervise and train subordinates in one or more specialized appraisal areas.
- Coordinate the work of multiple units to meet legal or fixed deadlines.
- Prepare complex and technical reports, correspondence and recommendations.
- Interpret data and apply statistical techniques to property appraisal.
- Analyze work efficiency and recommend and implement policy and procedure changes to maximize productivity.
- Provide expert witness testimony in court and at Assessment Appeals Board hearings.
- Recognize structural, economic and environmental factors affecting cost and depreciation of residential improvements.
- Read, interpret and work from blueprints, maps, property descriptions and financial statements.
- Perform mathematical calculations accurately and interpret statistics.
- Establish and maintain detailed and accurate written and electronic records.
- Read, understand and interpret oral and written instructions.
- Maintain effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which clearly demonstrate possession of the knowledge and skills, stated above. All examples of such education and experience combinations must minimally include 30 units from an accredited college or university, which may substitute for one (1) year of experience; OR, an Appraiser's certification issued by the Office of Real Estate Appraisers AND:

Supervising Appraiser I:

1. One (1) year of recent experience as Appraiser III or Appraiser IV in the County of San Diego or in a position equivalent to Appraiser III or Appraiser IV.

Supervising Appraiser II:

1. One (1) year of recent experience as Supervising Appraiser I in the County of San Diego or in a position equivalent to Supervising Appraiser I; OR,
2. Two (2) years of recent experience as Appraiser III or Appraiser IV in the County of San Diego or in a position equivalent to Appraiser III or Appraiser IV.

Note: Recent work experience is that within the last five (5) years. An Appraiser's certification issued by the Office of Real Estate Appraisers may not substitute for experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

Positions in this class require possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class are required to use their personal vehicle.

Certification:

Possession of a permanent Appraiser's Certificate issued by the California State Board of Equalization.

Working Conditions:

Travels extensively throughout the county. May be assigned to any work location in the county.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).